

13 December 1962

MEMORANDUM FOR THE RECORD

Subject: Courier Survey Report

1. On 12 December, I advised [ ] Office of DDS, that the [ ] wants to transfer [ ] a courier on our T/O at the Records Center [ ] This transfer will probably be effective 17 December.

2. The [ ] has also agreed to transfer [ ] to the Records Center T/O as a Courier. When this is done (probably 17 Dec.) the Special Courier Service that [ ] has been performing to Headquarters since 1950 will be discontinued. Any mail or other materials to be transferred [ ] will be accomplished by the Courier Service operating between the Records Center and Headquarters. The Courier Service that [ ] was performing [ ] will be absorbed by the existing Courier Service now operating between [ ]

3. These changes in the Courier Service are in accordance with one of the Recommendations in the Courier Survey Report dated 29 June 1962. I advised [ ] that the adoption of other recommendations in the report, particularly the one pertinent to the Office of Logistics absorbing the complete Courier Service [ ] is dependent entirely upon someone directing the Office of Logistics to proceed in that direction.

4. [ ] indicated his agreement with my position on these matters as stated above.

CC: [ ] (Records Center)

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